Oklahoma State University Office of the Registrar



Submit to: 322 Student Union Stillwater, Oklahoma 74078-1013 405-744-6876, Fax 405-744-8426 registrar@okstate.edu

## FACULTY/STAFF TUITION AND FEE WAIVER REQUEST

**Full-time\* members of the faculty and staff** who enroll in standard <u>OSU credit courses</u> may receive a waiver of half the tuition on these courses and a waiver of specified fees according to OSU Policies 2-0108 and 3-0744. For full-time faculty and staff members who enroll in <u>NOC-Stillwater</u> courses, specified fees as stated in these policies may be waived but no tuition is waived. If appropriate approvals are obtained and this form is received in the Registrar's Office prior to the beginning of the applicable term, these waivers will be applied. If the waiver is requested for only one course or for no more than five credit hours, only the department head's approval is required on this form. For more than one course or more than five credit hours, approval is also required from the employee's dean, if applicable, and vice president. Complete policy information is available at

https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Forms/AllItems.aspx.

To receive any waiver of fees, the 100% time active status employee must submit this completed Faculty/Staff Fee Waiver Request form to the Office of the Registrar **prior to the beginning of** the applicable term. If the form is not on file prior to the beginning of the term, the employee-student will **not** be granted the waiver of fees.

Some courses taught through correspondence study, extension and outreach are excluded. For more information, contact the department offering the courses to determine whether the tuition waiver applies. This waiver applies only to <u>OSU</u> and <u>NOC-Stillwater</u> courses. Courses offered by other institutions are not covered.

\*Only permanent full-time (100%) employees are eligible. For faculty, this is defined as a "tenure track" appointment. Faculty/Staff attending classes may not receive a fee waiver and purchase an All Sports Ticket. Individuals may receive only one of these two benefits.

Employment Classification:	Non-exempt	Exempt Faculty	
Position Title:		Department:	
Percentage Employed:	lmmigr —	ation Status (for International Faculty/Staff):	
OSU Courses: I am enrolled in		course(s) for a total of semester hours for the	
semester and am requesting the ap	propriate tuit	ion and fee waivers.	
NOC-Stillwater Courses: I am enro	lled in	NOC-Stillwater course(s) for a total of semester hours for	the
semester and am requesting the ap	oropriate fee	waiver.	······································
		Appropriate approval as required by policy	
Student ID		– Director/Department Head Signature	Date
Student Signature	Date	Dean Signature (if more than one course or five credit hours)	Date
Student's Printed Name		Vice President Signature (if more than one course or five credit hours)	Date

If you have questions concerning the Faculty/Staff Fee waiver, please contact Academic Affairs, 101 Whitehurst, 405-744-5627.